



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Jerald Howe Jr., Treasurer  
Americans for Responsible Leadership  
607 14<sup>th</sup> Street N.W., Suite 800  
Washington, DC 20005

SEP 25 2002

Identification Number: C00344788

Reference: Mid-Year Report (1/1/01-6/30/01), Year End Report (7/1/01-12/31/01),  
February Monthly Report (1/1/02-1/31/02), Amended March Monthly  
Report (2/1/02-2/28/02), received 4/19/02, April Monthly Report (3/1/02-  
3/31/02), May Monthly Report (4/1/01-4/30/02), June Monthly Report  
~~(5/1/02-5/31/02)~~, July Monthly Report (6/1/02-6/30/02) and August  
Monthly Report (7/1/02-7/31/02)

Dear Mr. Howe:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind